

**MOVE RELOCATION SERVICES 52-PAPT-3-01004**  
**STAGE II QUESTIONS AND ANSWERS**

- Q1. Is it possible to have the due date extended to Monday June 23<sup>rd</sup>, 2003 to allow vendors to have a few more days to prepare their responses, considering the amount of work that has to be done to prepare their technical approach?
- A1. The proposal due date is extended to Monday, June 23, 2003 by 2:00PM EST.
- Q2. The pricing scenarios included in your document and via your email include areas that are not provided in the CLINs. Please refer to your Summary of Prices for year 1, year 2 and year 3. The first three CLINs (1101A, 1102A, 1201A) for contract year 1, year 2 and year 3 seem to run together. When you compare them with the specific scopes for each CLIN they do not match. For example 1201's scope is for moving General Counsel and not Enrollment and Discipline as stated on the pricing for each contract year. Where is the Enrollment and Disciplines Scope and others as detailed. Please let me know what 1101, 1102 and 1201 should say and if something is missing.
- A2. Distributing updated Summary of Prices.
- Q3. During our walkthroughs you had asked us to suggest how many boxes you would need to supply "on average" to each individual. Some of your staff is very box heavy while others are not. I would anticipate on average that your people would have 15-20 per person. Does this approximation fall in line with the other offerors estimation?
- A3. Base proposal on 20 boxes per person.
- Q4. In CLIN 1302 and 1303 please define what buildings have the NORTH & SOUTH Towers.
- A4. North Tower is located at 2800 Crystal Drive. South Tower is located at 2900 Crystal Drive. These buildings part of the pre-bid tour conducted on Tuesday, 3 June.
- Q5. In CLIN 1505 and 1506 where is the destination of items moving?
- A5. Distributing updated CLINs for these items.

Q6. In CLIN 1507 how many people are moving?

A6. Distributing updated CLIN for this item.

Q7. In CLIN 1902 please define what building has a SOUTH Tower.

A7. See answer number 4.

Q8. We were told to include excessing furniture as part of every CLIN. Meaning we were to deliver it after each CLIN. If this is so why do you have CLIN 1921. Is this above and beyond the 3% excess?

A8. Yes. These items are additional pieces of furniture/furnishings that need to be relocated to either Carlyle, GSA or PTO's warehouse.

Q9. In CLIN 1922. How many people work at the credit union. Are we to supply boxes to these contractors?

A9. Distributing updated CLIN for this item.

Q10. In CLIN 1923. What do you mean when you say there are 1.5 people? What building are you referring to with a tower?

A10. Distributing updated CLIN for this item. See answer 4 for discussion of "tower".

Q11. In CLIN 1926, 1927 and 1928. How many people are moving for each? Is Plaza 1, Park 1 or Park 2 as the destination buildings? It looks as if there is an error with the inventory.

A11. Distributing updated CLINs for these items.

Q12. In CLIN 1301. How many people are moving? What is a Service Module? Why are work surfaces listed if being moved by another vendor?

A12. Employees are added. All offerors received a FAX on Thursday, June 12, with picture and description of Service Module. Delete work surfaces from the pricing, unless it is attached to a Modular Desk.

Q13. Listing for worksurfaces, pedestals, tackboards on the inventories suggests the movement of systems furniture. Are we to disassembly, move, and/or reassembly this type of furniture.

A13. No pricing is necessary for the work surfaces, delete from pricing sheet.

Q14. Some phases show many more desks (freestanding and modular) that people moving. In CLIN 1303, the inventory show 880 modular desks to be relocated but only 285 people moving. Is the desk count right? If so, how many offices are populated and thus needs to have cartons to pack office contents?

A14. Prepare proposal based upon information provided (furniture count and number of people).

Q15. Move phases that have several locations or sites, that need to be loaded on the same evening. May we load all locations at the same time?

A15. Base proposal on no more than 50 people moving in the same evening (possibly from different buildings), except for CLIN 1516, 1517, 1528 and 1529 for which a tentative schedule was provided.

Q16. What form should our final proposal take? What information beyond the pricing for each CLIN should be included?

A16. Per solicitation paragraph L.10, provide a more detailed technical proposal and pricing.

Q17. In CLIN 1202 there are 2 bike lockers. Are these in addition to the ones being handled under CLIN 1929.

A17. CLIN 1929 specify bike racks, not bike lockers (CLIN 1202).

Q18. In CLIN 1203 under B you specify 20,430 Linear Inches of files and under C you specify 20,880 Linear Feet. Is it really inches? Or is it actually feet?

A18. Linear Inches.

Q19. Example: In CLIN 1202 under D. You specify the quantity of shelving moving. Are the contents of this shelving included in the linear inches/feet of C or are there going to be an additional amount of boxes for these shelves? This would equate to approximately 1700 boxes to incorporate into the move?

A19. The shelving is in addition to the work required for high density files (Section B) and the bookcarts (Section C).

Q20. Are we to provide labels for items you are not packing?

A20. Base the proposal on providing labels only for the items that you pack.

Q21. When pricing a CLIN, and that CLIN has employees in multiple origin buildings, what should our assumption be? That we are moving from one building at a time or from multiple buildings at one time?

A21. See the response to question 15.

Q22. In CLIN 1302 there are 243 people moving yet you specify 577 modular desks. Please verify the modular desk count. Typically a modular desk is made up of your pedestals, your worksurface, your desk w/return and your service module (5 pieces).

A22. Base your proposal on the number of desks listed.

Q23. Please specify exactly what pieces of furniture comprise of a typical modular desk at USPTO if not as stated. Typically a modular desk is made up of your pedestals, your worksurface, your desk w/return and your service module (5 pieces).

A23. Typical modular Desk pictures have been provided as part of the solicitation.

Q24. Is the contractor expected to remove & reinstall whiteboards, display cases, etc? If so, will the location information be available prior to the move?

A24. The contractor will be responsible for just moving the items.

Q25. In the solicitation it is mentioned that the areas moved from must be Broom swept. Does the move contractor or house cleaning have this responsibility?

A25. Base the proposal on removing all furniture from the area. Removal of debris will be provided by others or as an additional service.

Q26. Will the move contractor be allowed to use the front entrance of Crystal Mall 1 as well as the loading dock area? Reason, the height is 11' 4" high which requires a truck with a lower height than the standard moving truck.

A26. Base proposal on moving standard of practice.

Q27. Will the move contractor be allowed to use more than the one freight elevator in each building?

A27. Base the proposal on utilizing the freight elevator and utilizing a passenger elevator for boxes only during the evening. Contractor may be responsible to pad the passenger elevator.

Q28. In CLIN 1302 under B. Is that Linear inches or feet?

A28. Linear Inches.

Q29. In CLIN 1303 there are 285 people moving yet there are 880 Modular Desks. Is that correct?

A29. Refer of question of question 14.

Q30. In CLIN 1303 you specify 405 laterals. Is that correct?

A30. Base the proposal on information provided.

Q31. In CLIN 1506 there are 50 people moving yet there are 400 Modular Desks. Is that correct?

A31. Base the proposal on information provided.

Q32. In CLIN 1516 you ask us to provide bookcarts for 12,240 Linear Feet. Is that Correct? Do you want all 383 bookcarts at once. That would be 24 truckloads of bookcarts. Do you have the space to accommodate that many carts? How should we price moving this? Will it all be packed and ready to move at one time? If multiple moves please specify how many.

A32. Revised CLIN will be issued that reduces the linear feet total. Base the proposal on moving the bookcarts in two equal groups, one week apart, on weekends.

Q33. Several CLINS denote carts in your inventory. What does the cart look like?

A33. Information will be provided.

Q34. In CLIN 1506 there are 334 carts. Is that number correct?

A34. Base the proposal on information provided.

Q35. Example: In CLIN 1516. There is a listing of items under B (Provide bookcarts and shrink wrap). Is that shelving? Are we to disassemble, move and reassemble? Are we to pack this area?

A35. This is a Central File Room. The user will pack and unpack. The vendor will disassemble/reassemble shelving and move book carts.

Q36. Under CLIN 1517, Section D. Please provide Linear Footage of what is to be packed for the Parker Law Library.

A36. In the CLIN there is the dimension of each shelving from which the footage can be calculated.

Q37. Are you going to revise CLIN 1924 & 1925? CLIN 1924 and 1925 do not list the gym equipment under B. You will need to incorporate the gym list into this if you want it to be priced by the vendors to move. Otherwise you will only get a price for what is listed.

A37. Fitness Center Equipment was distributed at the pre-bid meeting. Information about the Health Unit will be distributed.

Q38. CLIN 1926, 1927 and 1928 have the same exact inventory listing. Is that correct?

A38. Yes.

Q39. CLINS 1931, 1932, 1933 and 1934 quantify all the shoe cases. What exactly are the shoe cases comprised of? Is each shoe case actually 3 cabinets, a base and a top?

A39. Base the proposal on the assumption that all shoe cases are 3 cabinets high, with base and top.

Q40. CLIN 1942 the Grand Total for the copy machines is not 97 it is 179, please verify.

A40. 179 is correct. Incorporating new CLIN.

Q41. CLIN 1881 says 206 people moving with only 240 pieces of furniture. Is that correct?

A41. Yes. Base the proposal on information provided.

Q42. CLIN 1902 has 203 people moving but has 449 desks / modular desk. Is that correct?

A42. Yes. Base the proposal on information provided.

Q43. What is the linear footage for what were supplying carts for in CLIN 1902.

A43. In the CLIN there is the dimension of each shelving unit and quantity. The vendor should be able to use that to come up with a price.

Q44. What is the linear footage for packing/unpacking in CLIN 1861.

A44. In the CLIN there is the dimension of each shelving unit. The vendor should be able to use that to come up with a price.

Q45. Is the pricing of our proposal to be totally separate from the technical portion and can the technical contain the pricing as detailed on page 40 of the RFP states (STAGE II 1<sup>st</sup> paragraph).

A45. Proposal must include the Price Proposal per the Price Schedule and the Technical/Management Proposal per each CLIN.